

Agency Name						
Division #		Division Name				
	Index #	RDA #	RDA Title	Status	Retention	Disposition

115-AGRICULTURE, TRADE & CONSUMER PROTECTION						
/140/		TCP WEIGHTS / MEASURES				
	1	00347000	WISCONSIN APPROVED TRAINING ENTRIES FOR THE MOBILE AIR	Pending	EVT+10	DEST
			Held by committee			
/300/		MKTG - GENERAL				
	2	00002000	MARKETING BOARD BALLOTS	Renewal	EVT+0/3	DEST
			Description: citation reference changed to Wis. Stat. 96.08			
	3	00151000	GINSENG PROGRAM	Renewal	EVT+3	DEST
			Event: changed to 'license ends or is not granted'; PII: changed to 'yes'; Confidential: changed to 'yes' and Wis. Stat. 94.50(6) added			
	4	00236000	DAIRY FARMER EXIT/ENTRY FILES	Renewal	EVT+3	DEST
			Confidential: changed to 'yes' and Wis. Stat. 93.52 added			

144-FINANCIAL INSTITUTIONS						
			Subdivision acronyms spelled out on all RDA's			
	5	00006A00.	LITIGATION FILES - NON-LICENSED / REGISTERED PARTIES	Amended	EVT+10	DEST
			Confidential: citation changed to Wis. Stat. 220.06(3)(b)			
	6	00034A00.	LICENSE / REGISTRATION RENEWAL APPLICATIONS	Amended	EVT+3	DEST
			Confidential: citation changed to Wis. Stats. 220.06(3)(b) and 202.05			
	7	00038000	ANNUAL REPORTS OF LICENSED AND REGISTERED COMPANIES	Amended	EVT+10	SHSW
			Confidential: citation changed to Wis. Stat. 220.06(3)(b)			
	8	00085000	DENIED OR WITHDRAWN APPLICATIONS	Amended	EVT+10	DEST
			Confidential: changed to 'yes' and Wis. Stat. 220.06(3)(b) added			
	9	00086000	LICENSEE / REGISTRANT FILES	Amended	EVT+10	DEST
			Confidential: citation changed to Wis. Stat. 220.06(3)(b)			
	10	00131000	CORRESPONDENCE FILE - NON-LICENSED / REGISTERED PARTIES	Amended	EVT+10	SHSW
/3300/		WISCONSIN CONSUMER ACT				
	11	00004000	COMPLAINTS AND INQUIRIES	Amended	EVT+7	DEST
			Confidential: citation changed to Wis. Stat. 220.06(3)(b)			

245-STATE HISTORICAL SOCIETY						
/245/		STATE HISTORICAL SOCIETY OF WISCONSIN				
	12	00001000	COMPLIANCE CASE FILES	Amended	EVT+4	DEST
			Event: changed to 'annual single audit'; Description: typo corrected			
	13	00001A00.	HABS AND HAER REPORTS	Pending	EVT+4	SHSW
			Title: acronyms spelled out; Event: changed to 'annual single audit'			
	14	00092000	AREA RESEARCH CENTER TRANSFER LOG	Amended	CR+10	DEST
			Subdivision: added 'Archives'			
	15	00149000	SENIOR MANAGEMENT ADMINISTRATIVE SUBJECT FILES	Amended	CR+10	SHSW
			Description: senior management positions listed			

255-PUBLIC INSTRUCTION						
/320/		FOOD AND NUTRITION				
	16	00098000	COMMUNITY NUTRITION PROGRAMS	Amended	CR+5	SHSW
	17	00134000	COMMUNITY NUTRITION PROGRAMS - SPECIAL HEARING AND APF	Amended	CR+20	DEST
			Disposition: changed to 'transfer to state archives'			

285A-UW MADISON						
	18	GRS01765.	IRB MINUTES	Pending	EVT+3	DEST
	19	GRS01766.	APPLICATIONS FOR IRB REVIEW	Pending	EVT+7	DEST
			Description: note added RE: RDA's for exempt, not approved, and incomplete applications			
	20	GRS01767.	IRB EXEMPT RESEARCH	Pending	EVT+5	DEST
			Description: note added RE: RDA's for exempt, not approved, and incomplete applications			
	21	GRS01768.	IRB REVIEW APPLICATIONS - NOT APPROVED OR INCOMPLETE	Pending	EVT+5	DEST
	22	GRS01769.	IRB OVERSIGHT DOCUMENTATION	Pending	EVT+7	DEST
/020532/		GS - CLIMATE & DIVERSITY - PEOPLE PROGRAM				
	23	02001784	PRE-COLLEGE STUDENT REOCRDS - ACCEPTED	Pending	EVT+7	DEST
	24	02001785	PRE-COLLEGE STUDENT REOCRDS - APPLIED, NOT ACCEPTED, N	Pending	EVT+5	DEST
	25	02001786	PRE-COLLEGE STUDENT REOCRDS - DECLINED	Pending	EVT+5	DEST
	26	02001787	HEALTH HISTORY FORMS	Pending	EVT+0/6	DEST
/176000/		SCHOOL OF EDUCATION- WOMENS				

	27	17001783	KINESIOLOGY STUDIES, TRIALS AND PARTICIPANT STUDY RECOR	Pending	EVT+75	DEST
/481860/		L&S-COMM.	DISORDERS LANGUAGE AND HEARING CLINICS			
	28	48001780	UW SPEECH AND LANGUAGE HEARING CLINIC CHARTS	Pending	EVT+20	DEST
	29	48001781	UW SPEECH AND LANGUAGE HEARING CLINIC MASTER PATIENT I	Pending	EVT+10	DEST
/532560/			GENERAL CLINICAL RESEARCH CENTER			
	30	53001782	GENETICS CLINICAL STUDIES, TRIALS AND PATIENT STUDY RECO	Pending	EVT+20	DEST

410-CORRECTIONS						
			Several updates were made to the introductory language and individual RDA's and re-reviewed by the committee.			
	31	00026000	REQUEST TO VISIT INMATE	Renewal	CR+1	DEST
	32	00070000	INCIDENT REPORTS	Renewal	EVT+11	DEST
	33	00080000	SECURITY SHIFT REPORTS	Pending	CR+11	DEST
	34	00102000	TEMPORARY RELEASE ORDER	Renewal	EVT+4	DEST
	35	00102A00.	TEMPORARY RELEASE ORDER (TRANSITORY DOCUMENT FROM V	Closed	EVT+1	DEST
	36	00104000	INMATE PHONE CALLS-ELECTRONIC RECORDING-NO INCIDENT	Renewal	EVT+5	DEST
	37	00104A00.	INMATE PHONE CALLS-ELECTRONIC RECORDING-INCIDENT	Renewal	EVT+11	DEST
	38	00113000	INMATE/OFFENDER PROPERTY RECORDS/FILES	Renewal	EVT+5	DEST
	39	00125000	HIGH RISK PROFILE	Pending	EVT+5	DEST
	40	00144000	OFFICER SCHEDULES	Pending	CR+11	DEST
	41	00145000	KEY CONTROL RECORDS	Renewal	CR+11	DEST
	42	00146000	TOOL REPORTS	Renewal	CR+11	DEST
	43	00147000	LOG BOOKS (SECURITY)	Renewal	EVT+11	DEST
	44	00148000	CORRESPONDENCE - SECURITY	Pending	CR+11	DEST
	45	00149000	CONFIDENTIAL INFORMANT STATEMENTS	Renewal	EVT+11	DEST
	46	00150000	TLU RECORDS	Renewal	EVT+11	DEST
	47	00151000	SEARCH OF OFFENDER / INMATE RECORDS	Renewal	CR+10	DEST
	48	00152000	VISITOR NOTIFICATIONS	Renewal	EVT+0/1	DEST
	49	00157000	NON-DELIVERY OF MAIL	Renewal	CR+11	DEST
	50	00158000	OFFENDER ACTIVITY RECORDS	Renewal	EVT+11	DEST
	51	00187000	CALL-IN CHECK RECORDS	Renewal	CR+1	DEST
	52	00188000	USE OF FORCE RECORDS	Renewal	EVT+11	DEST
	53	00189000	SECURITY INSPECTION RECORDS	Renewal	CR+2	DEST
	54	00200000	COUNT SLIPS	Renewal	CR+1	DEST

	55	00201000	SECURITY HEARING RECORDS	Renewal	EVT+1	DEST
	56	00202000	RESTRICTED RECORDS / FILES - SECURITY	Renewal	CR+11	DEST
	57	00230000	OBSERVATION, CONTROL SEGREGATION, AND RESTRAINT PLACE	Renewal	EVT+11	DEST
	58	00233000	OFFENDER RESTRICTION / PRECAUTION RECORDS	Renewal	CR+11	DEST
	59	00234000	MAIL READ LOGS	Renewal	CR+11	DEST

435-HEALTH SERVICES						
	60	00621000	CLIENT MOVEMENT / CENSUS RECORD	Renewal	CR+7	DEST
			Confidential: citations updated to Wis. Stats. 51.30 and 146.82			
/401/			<i>DHCAA - BENEFITS MANAGEMENT</i>			
	61	01111000	MEDICATION THERAPY MANAGEMENT (MTM) CASE MANAGEMENT	Pending	EVT+3	DEST
			Description: statute citation applicability clarified			
	62	01112000	FORWARDHEALTH DRUG ADDITION REVIEW	Pending	CR+0/6	DEST
	63	01113000	FORWARDHEALTH DRUG PRICING REVIEW REQUEST	Pending	FIS+4	DEST
			Retention and Event: changed to FIS+4; Confidential: citation updated to Wis. Stats. 134.90(1)(c)			
/402/			<i>DHCAA - ENROLLMENT POLICY & SYSTEMS, BUREAU OF</i>			
	64	01058000	SENIOR CARE PRESCRIPTION DRUG ASSISTANCE PROGRAM BEN	Renewal	EVT+5	DEST
/403/			<i>OFFICE OF THE INSPECTOR GENERAL</i>			
	65	00391000	FORWARDHEALTH PROVIDER PRIOR AUTHORIZATION REQUESTS	Amended	EVT+ 7	DEST

455-JUSTICE						
/203/			<i>LAW ENFORCEMENT SERVICES</i>			
	66	00003000	FINGERPRINT CARDS - MASTER	Amended	P	PERM
	67	00004A00.	COMPUTERIZED CRIMINAL HISTORY RECORD	Amended	P	DEST

485-VETERANS AFFAIRS						
/002/			<i>DIVISION OF VETERANS PROGRAMS</i>			
	68	00009000	VA ASSISTANCE LOANS	Renewal	EVT+7	DEST
			Year Discontinued: removed; Description & Confidential: citation changed to Wis. Stat. 45.34(1)			
	69	00009C00.	DENIED OR WITHDRAWN ASSISTANCE LOANS	Renewal	EVT+1	DEST
			Year Discontinued: removed; Description & Confidential: citation changed to Wis. Stat. 45.33(2)			

505-ADMINISTRATION						
/875/		CAPITOL POLICE				
	70	00203000	EVIDENCE SEIZURE YEARLY REPORTS	Pending	EVT+7	DEST
			Description: typo corrected; Confidential: citation changed to Wis. Stat. 19.35(1)(am)(1)(2)			
	71	00204000	CAPITAL POLICE FIELD TRAINING OFFICER MANUAL	Pending	CR+7	DEST
			Title: changed 'Capital Police Field Training Officer Requirements'; Event and Description: clarified and updated to be consistent; Confidential: citation changed to Wis. Stat. 19.35(1)(am)(1)(2)			

515-EMPLOYEE TRUST FUNDS						
/700/		ETF DEPARTMENT RECORDS				
	72	00123000	LIFE/ICI/HEALTH PC APPLICATIONS/REPORTS	Amended	CR+7	DEST
			Description: intent clarified			

GENERAL SCHEDULES		Legal GS held by committee				
	73	LEGAL001.	LITIGATION CASE FILES	Pending	EVT+10	DEST
	74	LEGAL002.	LITIGATION CASE FILES - PRECEDENT SETTING OR HISTORICALLY	Pending	EVT+20	SHSW
	75	LEGAL003.	CLIENT CONSULTATION RECORDS	Pending	EVT+6	DEST
	76	LEGAL004.	ADMINISTRATIVE LAW HEARINGS	Pending	EVT+7	DEST
	77	LEGAL005.	ADMINISTRATIVE LAW HEARINGS - PRECEDENT SETTING OR HIST	Pending	EVT+20	SHSW
	78	LEGAL006.	HEARING CALENDARS	Pending	CR+1	DEST

COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

COUNTIES					
WAUKESHA, COUNTY OF					
/067/		<i>WAUKESHA COUNTY</i>			
	79	00001000	WAUKESKA COUNTY: COUNTY WIDE SCHEDULES	Amended	
			WHS notifications updated throughout submission		

MUNICIPALITIES					
MADISON, CITY OF					
/02/		<i>ATTORNEY</i>			
	80	AT000002.	CONTESTED BUILDING, HEALTH, AND FIRE CODE VIOLATIONS	Amended	FIS+3 DEST
			Confidential: changed to 'yes' and Wis. Stats. 804.1(2) and 905.03(2) added		
	81	AT000005.	CONTESTED TRAFFIC VIOLATIONS	Amended	FIS+3 DEST
			Confidential: changed to 'yes' and Wis. Stats. 804.1(2) and 905.03(2) added		
	82	AT000006.	GENERAL ATTORNEY ASSIGNMENTS	Amended	CR+7 DEST
			Confidential: changed to 'yes' and Wis. Stats. 804.1(2) and 905.03(2) added		
	83	AT000007.	EXTENDED LITIGATION	Amended	CR+15 DEST
			Confidential: changed to 'yes' and Wis. Stats. 804.1(2) and 905.03(2) added		
	84	AT000008.	PUBLIC HOUSING EVICTIONS AND SECTION 8	Amended	CR+3 DEST
			Confidential: changed to 'yes' and Wis. Stats. 804.1(2) and 905.03(2) added		
/04/		<i>CIVIL RIGHTS</i>			
	85	EO000001.	CLOSED CASES	Amended	EVT+5 DEST
			Confidential: changed to 'yes' and Wis. Stst. 19.35(1)(am)1 added		
/30/		<i>ASSESSOR</i>			
	86	AS000008.	PROPERTY FILES	Amended	P PERM
			Description: statute citation applicability clarified		
/45/		<i>CLERK</i>			
	87	CC000101.	VOTER REGISTRATION FORMS	Pending	CY+95 DEST

			Description: statute citation applicability clarified			
/72/		<i>FIRE</i>				
	88	FD000001.	EMS REPORTS	Amended	FIS+5	DEST
			Confidential: changed to 'yes' and Wis. Stats. 256.15(12)(b), 146.82, and 51.30(4)(a) added			
	89	FD000005.	REQUEST FOR MEDICAL AND FIRE REPORTS	Amended	FIS+3	DEST
			Confidential: changed to 'yes' and Wis. Stats. 256.15(12)(b), 146.82, and 51.30(4)(a) added			
	90	FD000009.	FIRE REPORTS	Pending	FIS+5	DEST
MILWAUKEE, CITY OF						
/041251/		<i>CITY OF MILWAUKEE</i>				
	91	00123000	CITY OF MILWAUKEE GENERAL SUBMISSIONS	Amended		
WAUKESHA, CITY OF						
/068291/		<i>CITY OF WAUKESHA</i>				
	92	00001000	CITY OF WAUKESHA: POLICE DEPARTMENT SCHEDULES	Amended		
			Incident Reports: Event changed to 'date incident file closed'; Project Files: Event changed to 'project completion'			

Status and Disposition Legend

Pending: Submission had not been reviewed before

Amended: Submission has changes from previous version

Renewal: Submission has no changes from previous version

DEST: Destroy or Destroy Confidential

SHSW: Transfer to Wisconsin Historical Society

UW TRANS: Transfer to UW Archives

TRANS OTHER: Transfer as noted on submission

PERM: Retain Permanently